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ABSTRACT

Methods and forms are described that are in use for reporting student progress and performance to parents at a junior high school with varying degrees of individualized instruction in each subject area. For the 8th grade science program, in which all work is performed on individual or group contracts, the teacher records each date of completion and acceptance and writes some remarks on quality. One copy is sent home with the student each quarter. The 7th grade math and science reports list all topics covered during the year. Students may complete differing numbers of topics during one quarter. Achievement ratings of "excellent," "satisfactory," or "needs improvement" are given. It is planned to change this achievement rating to a notation of satisfactory completion when accepted by the teacher. Evaluation reports for social studies, industrial arts, foreign language, and English are attached. (KM)

~~DRAFT~~*K. L. DeLisi with form referred to  
A. Locoste, Principal*

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## Reporting to Parents When Individualizing Instruction

Aime Locoste, Principal  
Robert Cushman Murphy Junior High School  
Stony Brook, New York 11790

Reporting to parents becomes very complex when your school program has developed to some fairly extensive level of individualized instruction.

At the Robert Cushman Murphy Junior High School in Stony Brook, New York we have been developing methods and materials for individualizing instruction for three years. We are at varying levels of individualization in each subject area and for different topics or units within each subject.

Our reports to parents have changed each year and are now a compromise of idealism and reality. Here are some examples.

Our most individualized report is the eighth grade science. The program is totally presented on contracts which students work on independently or in small groups. As each is completed the teacher records date of completion and acceptance and writes some remarks on quality. This record form is kept in duplicate and one copy is sent home with the student each quarter. This sheet of definitions accompanies the report each quarter.

Our seventh grade science report lists all topics covered during the year. Some students may complete more topics than others in any given quarter. Ratings of achievement E = Excellent, S = Satisfactory, NI = Needs Improvement are given as you see. We hope to move away from this notation of satisfactory completion when accepted as such by the teacher. Our ultimate objective is a

continuous progress record which would build upon our elementary school records of progress. We are presently seeking NSF funds to develop a complete continuous progress plan for K-9 in mathematics.

To show you some of the developments and compromises we've made let me show you last years math 7 report form and this years.

First, this years lists all topics for the year with blank spaces for additional elective topics each quarter. The E, S, NI, value is given to work.

Last year a different form was produced each quarter listing only the topics for the quarter. Check marks were placed next to topics "satisfactorily completed". This resulted in no cumulative record, and had less space for teacher comments. This years' forms are five-part carbon sets which result in a final cumulative file copy.

Here are samples of our Social Studies, English and foreign language reports, as well as one of our special areas industrial arts.

I'll be happy to answer questions.

I did answer questions for about 10 - 15 minutes regarding parent acceptance, teacher unanimity and numerous other problems which are real problems whenever any change is undertaken. Each problem must be faced uniquely depending on all the variables of each situation. I stated how we dealt with them in our situation with varying degrees of felt success.

PLACE ON HARD SURFACE. PRESS FIRMLY.

ABCON SETAUKEE, N.Y. 751-2562

USE BALL POINT PEN. YOU ARE WRITING 5 COPIES.

ROBERT CUSHMAN MURPHY JUNIOR HIGH SCHOOL,  
Oxhead Road  
Stony Brook, New York 11790

FOREIGN LANGUAGE EVALUATION REPORT - GRADES 7 8 9

1972-73

LANGUAGE

Student's Name \_\_\_\_\_

Achievement \_\_\_\_\_

Teacher's Signature

2

### Listening Comprehension

Speaking

Reading

WRITING AND GRAMMAR SKILLS

Organization-Preparation			
Work habits			
Efforts			
Use of class time			
Self discipline			
Total days absent *			
Parent Conference Requested			

4

Teacher's Signature

Parent Signature \_\_\_\_\_

Parent Signature

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Parent Signature

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\* Note: Total may include absence for guidance conferences, music practice, etc., as well as unexcused absences.

Cffice Phone: 937-3187

S - Satisfactory      NA - Not Applicable

Key: E - Excellent MI - Needs Improvement

E – Excellent  
NI – Needs Improvement

LEIPST QUARTER

## ROBERT CUSHMAN MURPHY JUNIOR HIGH SCHOOL

Oxhead Road

Stony Brook, New York 11790

## INDUSTRIAL ARTS EVALUATION REPORT - GRADE 7 8 9

1972-73

Student's Name \_\_\_\_\_

1.

Achievement	1	2	Quarter	3	4
Skills:					
Efficient use of tools and machines					
Application of knowledge					
Drawing and reading plans					

Teacher's Signature \_\_\_\_\_

2.

Organization-Preparation					
Work habits					
Effort					
Use of class time					
Self discipline					

Teacher's Signature \_\_\_\_\_

3.

Total days absent *					
Parent Conference Requested					

4.

Teacher's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Grade 9 - Final Evaluation \_\_\_\_\_

Key: E - Excellent

NI - Needs Improvement

S - Satisfactory

NA - Not Applicable



ROBERT CUSMAN MURPHY JUNIOR HIGH SCHOOL

Oxhead Road

Anthony Brook, New York 11790

ENGLISH EVALUATION REPORT - GRADES 7 8 9

1972-73

Student's Name \_\_\_\_\_

1.

Achievement	1	2	3	4	Quarter
Skills:					Teacher's Signature
Reads fluently and shows good comprehension					2.
Writes thoughtful, well-organized compositions					
Has imaginative approach to writing					
Demonstrates perception and good reasoning					
Uses proper grammar in writing and speaking					3.
Shows competence in research methods					
Shows responsibility in independent work					

4.

Organization-Preparation	1	2	3	4	Teacher's Signature
Work habits					
Effort					
Use of class time					
Self discipline					

Teacher's Signature \_\_\_\_\_

Total days present	1	2	3	4	Teacher's Signature
Parent Conference Requested					

Parent's Signature \_\_\_\_\_

Grade 9 - Final Evaluation \_\_\_\_\_

Key: E - Excellent

NI - Needs Improvement

S - Satisfactory

NA - Not Applicable